

# Brickyard News

Louisiana Property Assistance Agency

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## Auction Information

The next two auctions will be held on September 10, 2005 and October 8, 2005. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the brochure and buyers guide, please view our website the week of the auction.

La Property Assistance Agency

P O Box 94095

1059 Brickyard Lane

Baton Rouge LA 70804-9095

(225) 342-6849 Main

(225) 342-6853 Compliance

(225) 342-6855 Fleet

• [www.la.gov/lpaa](http://www.la.gov/lpaa)

## Protégé User Deletions

In July's Brickyard News we informed agencies about the User Access Report, which gives information on each user, their access level, and their last date of login. LPAA decided to run the User Access Report on the entire state to see which agencies are utilizing the Protégé System. It has been mentioned numerous times that vehicle mileage and maintenance should be entered into the Protégé System no more than 30 days after the month that the mileage and maintenance pertains. This means that if your agency has vehicles, then at least one person should log into Protégé each month. Agencies should be running monthly reports, or if no activity was done, quarterly reports. This means that at least one person from your agency should be logging into Protégé once a quarter.

LPAA found numerous agencies that requested a Protégé ID and password for an employee, but the employee has never logged into the Protégé System. Ms. Susie Barthel, the Director of General Services, has reviewed the reports and is aware of the continuing problem with users not logging in or users having access who no longer are employed with the agency. She has made the following managerial decision:

*Persons who have access to the Protégé System, but have failed to log into Protégé within 12 months will be subject to have their ID, access level, and passwords deleted without notification.*

*Persons who have access to the Protégé System, but have failed to log into Protégé within 3 months of issuance will be subject to have their ID, access level, and passwords deleted without notification.*

*An email will be sent to the current property manager of the agency to which the contact belongs, after the deletion has been completed.*

This new rule goes into effect on September 5, 2005. Users who have not logged into the Protégé System since July 1, 2004 or have not logged in since their IDs were issued will be deleted starting this week. Keep in mind that it is the agency property manager who is responsible for requesting employee IDs and requesting to delete employee IDs. If you have any questions regarding this decision, contact Rebecca Kleinpeter.



## Auto Shop Relocation




Effective September 6, 2005, the North 17th Street location of LPAA (also known as the Auto Shop) will be moving to 1059 Brickyard Lane in Baton Rouge. Please be advised that all surplus vehicles must be delivered to the Brickyard location and all new vehicles must be picked up from the Brickyard Location. All of the personnel telephone numbers will remain the same, but through this transition all Auto Shop employees can be contacted at (225) 342-6849.

## Resetting Passwords

In January of 2005 a new password enhancement was implemented in the Protégé system. LPAA understands the difficulty of remembering passwords and the headache of being locked out every 30 days. We are happy to assist those persons in resetting their passwords as needed. However, it has come to our attention that the process has become problematic when persons are sending a support request AND calling LPAA. When a support request is sent, it is sent directly to Chad Beard. If you call Rebecca and have your password reset before Chad can respond to your support request then when he fills the request, your password will be changed again. Chad will be the only person at LPAA who will reset passwords. Only in his absence will Rebecca, or another authorized LPAA representative, reset passwords. Chad can be reached by email at [chad.beard@la.gov](mailto:chad.beard@la.gov) or by phone at 225.342.6864. Thank you in advance for your cooperation with this issue.

## Protégé Upgrades

We are excited to announce the upcoming release of the latest Protege upgrade. This new release includes many new features requested by our property contacts. This version also includes the resolution of several reported issues. These upgrades include the following:

- When you pull up a contact in Protégé, you can click the envelope  and directly email the contact.
  - You must now specify the location code when receiving a transfer.
  - Protégé now records additional history for field changes made during receipt of a transfer.
  - For internal transfers, "To Person" now includes a location prefix for easier selection.
  - There is now an enhanced Row Count and Column Sum feature containing a faster and integrated "popup" result.
- Other internal enhancements were done, but those will not directly affect our users. We're confident you will be thrilled with the features and enhancements in this upgrade and look forward to your feedback.

**InCircuit**

## Change Request Reports

Protégé is now offering a new report called the Asset Change Request History. Think of this scenario...an item was uncoated in fiscal year 2003. The item was found in fiscal year 2004. A change request was done in 2004 to make that item active on inventory. In fiscal year 2005 the item was not located during inventory. Wouldn't it help if you knew where the item was located in fiscal year 2004? A change request had to be completed to relocate the item and make it active on your inventory. This is where the report comes in handy. Finally, this report will tell you what type of change request you submitted, whether it be a VIN number, acquisition cost, acquisition date, or status, and it will show the remarks you entered when submitting the request.

\* This report came as a request from a current Property Manager. If you have a request for a report or suggestions, please email [rebecca.kleinpeter@la.gov](mailto:rebecca.kleinpeter@la.gov) with the information.

## Important Reminders

- The Daily Vehicle Log (MV-3) has been revised and can be ordered from Forms Management by calling 225.219.9570. The Preventative Maintenance Forms (DA5212 or MV-4) are also being printed. Both of these forms are required, as stated in the Fleet Rules and Regulations.
- Bobby Hill, State Fleet Manager, defines flex fuel vehicles as the following "Flex fuel vehicles are vehicles that can run on either ethanol fuel mixtures or standard fossil fuel based petroleum products. 'Flex' or 'Flexible' refers to the fact that you can run on either fuel without having separate tanks and either fuel type can go in the same tank."
- According to LAC 34:X1.103.2.b.ii, it is the responsibility of the fleet manager to apply to the Department of Public Safety for new vehicle license plates, and to have the new plate number in Protégé within 45 days of receipt.
- When property is damaged beyond repair or surplus is not economically feasible, create a transfer for scrap and send pictures along with the transfer. Do not dispose of the property until you have received an approval from LPAA.
- For inventory reasons, be sure to add information in Protégé such as the building, floor, room, and location.



## Preference Buyer Program

In accordance with Louisiana Revised Statute 39:330 preference in the acquisition of surplus state property authorized for disposition shall be given to state agencies, political subdivisions; other governmental agencies; private elementary, secondary, or proprietary schools; independent colleges or universities, and charitable, educational, or religious organizations.

The application to become a preference buyer takes minimal paperwork and has huge benefits. Approved agencies are put into buyer tiers and are allowed to purchase directly out of the LPAA warehouse. Items purchased must be used only by the authorized agency and be kept 18 months from the date of purchase. If you are interested in obtaining an application or learn about the rules, please visit LPAA's website.

## Reviewing Transfers

As many have noticed, the Transfer Detail Report has some added information. This information includes the LPAA authorized official who reviewed the transfer, and the date the approval/disapproval was made. According to LAC 34:VII.501.C, an approved transfer shall be used as the authority to transfer, scrap, dismantle, or otherwise remove an item from your inventory. The Transfer Detail Report should be printed and kept in your property files for each item removed from your inventory.

## Featured & Requested Items

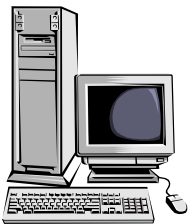


Surplus items are picked up and delivered to the LPAA warehouse on a daily basis and our mission is to provide a savings and return on state and federal monies through redistribution and sale of surplus property. This means we offer surplus property to state agencies for 45 days before it is sent to public bid. The purpose of this is to transfer those items to an agency where a need exists. Each week our Featured Items page on the LPAA website is updated with pictures of items currently located in our warehouse. If you have any questions about the items posted, the warehouse can be contacted at 225.342.2797. This page will also include items that are on sale by sealed bid.

LPAA has implemented a new form on our website. The form is listed under the State Agency Forms section and is called "Requested Items." This form can be completed online, then faxed to LPAA. It allows you to list items and quantities that your agency needs, which gives us the chance to locate those items for you. A copy of the form will be given to your Compliance Officer and one to the LPAA warehouse. We will do our best in helping each agency to reduce their expenditures by purchasing surplus property.



## Louisiana Corporate Recycling Council - CLK



In an effort to assist in providing computer technology to Louisiana schools, the Governor's Office has approved a cooperative endeavor with Louisiana Corporate Recycling Council. This statewide program, called Computers for Louisiana's Kids (CLK), will put surplus computer equipment back into Louisiana's schools.

LPAA has agreed to allow CLK to pick up surplus computer equipment directly from state agencies.

CLK will be advised by LPAA when equipment is available. **It is extremely important that when you create any surplus transfer you add your name, your current and correct telephone number, and your correct email address in the remarks section.** LPAA's CLK coordinator is Patti Wilson, and she can be reached by phone at 225.342.6890 or email at [patti.wilson@la.gov](mailto:patti.wilson@la.gov) if you have any questions. Thanks in advance for your cooperation in this great endeavor.



**Relax. It's Labor Day!**  
**September 5, 2005.**



**Don't forget Daylight Savings**  
**Time ends on October 30, 2005.**

